

Constitution of Extreme Measures

ARTICLE 1 - Name of Organization

This organization will be called Extreme Measures

ARTICLE 2 - Purpose

The purpose of this organization is to (a) bring people together who have a love and passion for music and performing, (b) to create a sense of unity and (c) provide quality leadership opportunities that will prepare students for leadership in the outside world.

ARTICLE 3 - Membership

Section 1 – Any student regularly enrolled in Christopher Newport University is eligible to become a member with voting and office-holding privileges

Section 2 – Members of Extreme Measures will be chosen by an auditioning process (*see Bylaw: Membership – New Member Auditions*)

Section 3 – Extreme Measures shall not discriminate based on race, creed, color, sex, age, national origin, disability, veteran status, or sexual orientation. Members are free to leave or dissociate without fear of retribution or harassment.

Section 4 – Extreme Measures shall not haze any current, new or prospective members.

Section 5 - Dues

- A. Dues will be determined by the executive board at the beginning of the school year
- B. Dues will be collected by the organization treasurer at the beginning of each semester

Section 6 – Good Standing Membership Expectations

- A. Paying dues in a timely manner as determined in Section 5 is required for good- standing status
- B. Attendance at regularly scheduled practices is required for good-standing status
- C. Unexcused absences will result in loss of good-standing status and can result in:
 - a. Suspension from upcoming performances
 - b. Loss of solo
 - c. Other disciplinary aspects as determined appropriate

ARTICLE 4 - Executive Committee

Section 1 - The Executive Committee of Extreme Measures shall consist of the following officers: President, Vice-President, Musical Director, Business Manager, Secretary, and Treasurer.

Section 2 - Duties of the Executive Committee Officers

- A. All members of the Executive Committee will:
 - a. Remain in good-standing with the group
 - b. Set a positive example for the rest of the group

B. President-The President will:

- a. Oversee practices and directing organization business including aspects that require parliamentary procedure
- b. Communicate with the group and other campus affiliates about performances
- c. Assists in handling of membership expectation matters including conflict resolution and mediation
- d. Assist the VP and Music Director with making the practice agenda each practice.

C. Vice President-The Vice President will:

- a. Preside over practices and lead discussion on decisions that require parliamentary procedure should the president not be present
- b. Supports the president and Executive Committee on organization business matters as needed and/or assigned
- c. Assemble a small gift for each senior using the funds of the group
- d. Assist the President and Music Director in making the practice agenda each practice.
- e. Update the website
- f. Manage the group email account

D. Musical Director- The Musical director will:

- a. Develop arrangements of the chosen songs for the semester
- b. Work on arrangements with the arrangement committee, following rehearsals (TBD)
- c. Running the rehearsal part of practice
 - a. Teaching arrangements
 - b. Teaching dynamics
 - c. Direction
 - d. Establish group focus during rehearsals.
- d. Assist the President and Vice President in making the practice agenda each practice.

E. Business Manager - The Business manager will:

- a. Manage the social media accounts (e.g., Facebook and Twitter accounts)
- b. Book and scheduling events/performances
- c. Make purchases on behalf of the organization

F. Secretary - The Secretary will:

- a. Take minutes during executive committee meetings as well as the business portion of practices
- b. Send the minutes to each member of the group
- c. Handle any paperwork and making any necessary copies
- d. Take attendance

G. Treasurer: The Treasurer will:

- a. Open a bank account for the group
- b. Set the due date for dues payment
- c. Assist in collecting dues
- d. Establish a payment plan with any member who is under financial stress
- e. Handle any incoming or outgoing funds
- f. Establish and maintain credible and consistent financial practices and operation guidelines
- g. Maintain current financial records

ARTICLE 5 - Advisor

Section 1 – Role & Responsibility

- A. A CNU faculty or staff member shall serve as advisor.
- B. The advisor of the organization shall provide support, counseling, and guidance to the organization. The advisor is expected to be an active part of the organization and maintain regular communication with the organization. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state and local laws.

Section 2 - Removal of Organization Advisor

Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, the following steps should be taken:

- A. Student organization leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the organization.
- B. Student organization leadership and advisor agree on a specified period of time for the concerns to be properly addressed.
- C. If concerns are not addressed adequately, then the group must submit a request to remove the advisor to the Office of Student Activities. Formal requests must include reasons and justifications for the removal.
- D. Only after approval from the Office of Student Activities may an organization inform an advisor that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

ARTICLE 6 – Meetings, Practices, and Concerts

Section 1 - Regular Meetings of Extreme Measures shall be determined by the group before the beginning of each semester; however, if changes need to be made after the ADD/DROP period is over, accommodations will be made.

Section 2 - Special meetings may be called by the President at his or her discretion

- A. All members may submit a request to the Executive Committee for a special meeting.
- B. Special Meeting requests must be approved by a majority vote of the Executive Committee

Section 3 - Performance/Concert Dates

- A. Executive officers will choose tentative dates for the fall and spring concerts before practice, and the group will vote on a date as a whole.
- B. Additional campus performances for other organizations will be voted on by the entire group.

ARTICLE 7 - Committees

Section 1 – Standing Committees

- A. Arrangement Committee
 - a. The Arrangement Committee will arrange the majority of the selected songs.
 - b. The Music Director will be the head of the arrangement committee
 - c. The arrangement committee will meet regularly to arrange the selected songs.
 - d. The arrangement committee will consist of any dedicated members who are in good standing with the group and who wish to be a part of it.

Section 2 – Special Committees - appointed to a special task and is dissolved after completing the task.

ARTICLE 8 - Election of Executive Officers

Section 1: Voting on the next year's Executive Committee officers will take place during the second week of April.

- A. Members must be in good-standing status with Extreme Measures to be eligible to be an Executive Committee officer
- B. All Executive Committee members must have and maintain a cumulative GPA of 2.5 or higher.
- C. Prospective executive board members must submit an application that lists interested positions.
- D. Members running for a position will have a chance to present their candidacy at the determined meeting. (See Bylaws for additional procedural aspects)
- E. Position candidates will not be in the room during the discussion period or for voting on the specific position.
 - a. They are not allowed to vote for their position
 - b. Members who are running for a position may vote for members running for other positions.
- F. All voting shall be done by secret ballot to be collected and tabulated by the Secretary and one additional member appointed by the outgoing President.

ARTICLE 9 - Removal of Executive Committee Officer

Any officer in violation of the Organization's purpose or constitution may be removed from office by the following process:

- A. A written request by at least three members of the Organization.
- B. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- C. A two-thirds (2/3) majority vote is necessary to remove the officer.

ARTICLE 10 - Parliamentary Procedure & Operations

Section 1 - Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this Constitution takes priority.

Section 2 - Quorum shall consist of 2/3 of the Executive Committee and 50% +1 of the voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]

Section 3 - Voting & Decision Making

- A. Members in good standing are eligible to vote on organization decisions
- B. All organization decisions, with the exception of amendments to the Constitution will, will require a simple majority (50% +1) of a quorum of members
- C. Amendments to the Constitution will require a 3/4 majority vote by a quorum of members
- D. Any member can submit, in writing, a business motion (operations, by-laws, amendments, etc.) to the Executive Committee
- E. Notification of voting and/or decision making must be made to members at least one meeting in advance of the one in which the actual vote is taken.

Section 4 - Major Decisions of Extreme Measures

- A. All Major Decision pertaining to the group will be determined at Regular Meetings, including
 - a. Election of Executive Officers
 - b. Selection of New Members
 - c. Performance/Concert Dates
 - d. Song Selections

ARTICLE 11 – Constitution & Amendments

- A. The constitution is binding to all members of the "Name of Organization".
- B. Amendments to the constitution may be proposed in writing by any member in good standing at any meeting where a quorum of members is present (see Article 8, Sec 2).
- C. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
- D. Proposed amendments to the Constitution will become effective following approval of three-quarter (3/4)-majority vote of members in good standing.
- E. Each new member will be given a copy of the constitution upon entrance into the group.
- F. The Executive Committee will discuss the constitution with the entire group at the first meeting of the year.

Extreme Measures Bylaws

Membership - Attendance

Attendance: More than three unexcused absences will result in suspension from performances and loss of solo, if one is had, until improvement in attendance is shown. Once improvement in attendance is shown, the executive committee will discuss the removal of suspension. [Spring '14]

Membership - Solos

1. Auditioning for available solos will begin at the beginning of the semester. [Spring '14]
2. A member must be in good standing to be eligible to hold a solo. A member on suspension is not eligible to obtain a solo. [Spring '14]
3. When a solo has been revoked from member "A" and given to another members "B", it will remain with member "B". [Spring '14]

Membership – New Member Auditions

1. Students must go through an audition and callback process [Spring '14]
2. Callbacks will be determined by the current Executive Committee [Spring '14]
3. During callbacks, all members will be present, and final selection will be chosen by group [Spring '14]

Hazing

If hazing is committed by a current member towards a new or potential member, the punishment will be dismissal from Extreme Measures. [Spring '14]

Dues

1. The amount of \$30.00 will be collected from each member by the treasurer at the beginning of each semester (totaling \$60.00 per year). [Spring '14]
2. Failure to pay dues by the assigned date will result in suspension from performing until dues are paid to the treasurer. [Spring '14]

Song Selections

1. Option One: [Spring '14]
 - a. Song Suggestions will be submitted to the secretary (in whatever form he/she should choose) at the beginning of each semester
 - b. The Executive Board will listen to each song and narrow the list down as they see fit
 - c. The group, as a whole, will vote on the remaining songs for the final selection
2. Option Two: [Spring '14]
 - a. Song Selections will be posted on a google spreadsheet at the beginning of each semester
 - b. Members must take the time to listen to all of the songs.
 - c. Each member's vote must be sent to the secretary before the assigned dates.